

**POLICE LIEUTENANT**  
(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which is acting as shift commander for law enforcement operations of the department or any other duties assigned by the department. The Police Lieutenant conducts roll call and oversees the work of all subordinate employees on an assigned shift. Employees of this class both perform and supervise law enforcement functions of the department, in addition to seeing that all required shift records are maintained. Police Lieutenants perform regular duties independently and receive instructions for special assignments from the Police Captain in charge of the division. This class ranks immediately below that of Police Captain.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages department law enforcement operations during one assigned shift. Determines how assigned functions should be organized, including officer deployment. Conducts inspections of assigned shift, evaluates effectiveness of work being performed, and takes appropriate steps to correct or improve problem areas. Investigates complaints against department officers and recommends action to be taken. Investigates accidents involving department equipment or personnel. Assists in the research and planning for programs and activities of the department.

Supervises subordinate employees on an assigned shift. Conducts roll call in order to give shift pertinent information related to policy changes, orders and related information. Inspects appearance of equipment and personnel. Assigns work or duty areas and approves leave. Reviews reports written by subordinates. Evaluates work performance and writes employee evaluation reports. Provides technical assistance. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about the operation of the department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and

giving assistance when needed.

Supervises the preparation and maintenance of shift records and reports. Completes all forms and records required.

Supervises and performs patrol functions such as responding to calls, apprehending persons suspected of committing crimes, making arrests, handling juvenile problems. Supervises operations in situations requiring special tactical operations.

Supervises and performs traffic control and accident investigations. Stops vehicles who have committed traffic violations or whose drivers may be operating their vehicles under the influence of alcohol or drugs.

Supervises and performs criminal investigations. Conducts investigations involving violations of laws relating to narcotics and dangerous or controlled substances, as well as investigations of thefts, burglaries, robberies, and homicides.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Sergeant.

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